

# **Accreditation Handbook**

## **Professional Services Division**

**August 8, 2007**

### **Overview of this Report**

This report provides an update on the work on the revision of the *Accreditation Handbook* for discussion and input.

### **Staff Recommendation**

This is an information item only. COA discussion and input will help guide staff on further development.

### **Background**

At the June COA meeting, a time table was presented that would revise the *Accreditation Handbook* built upon the revised *Accreditation Framework*. Proposed changes to the contents of the Handbook, as illustrated in the Table of Contents, are provided here for further discussion, input and direction on next steps.

The current and proposed Tables of Contents for the *Accreditation Handbook* are shown side by side on the pages that follow. Some chapters or individual entries from the current handbook appear in different places in the proposed handbook. Where the entire chapter is included elsewhere, the superscript is noted at the end of the chapter title<sup>1</sup>. Where individual elements are included elsewhere, the element is noted with superscript<sup>2</sup>. Entries new to the proposed table of contents are in *italics*. Questions that can now be asked about the proposed revisions include:

- Are there elements in the current handbook that are not reflected in the proposed revisions and need to be?
- Are there elements in the proposed revisions that need to be added to best reflect the accreditation system?
- Is there anything that can be eliminated?

Current Handbook Table of Contents	Proposed Table of Contents
<p>Members of the Commission on Teacher Credentialing Committee on Accreditation Table of Contents Overview of the Committee on Accreditation A Reader's Guide to the Accreditation Handbook</p>	<p>Members of the Commission on Teacher Credentialing Committee on Accreditation Table of Contents Overview of the Committee on Accreditation A Reader's Guide to the Accreditation Handbook</p>
<p><b>Chapter One – Responsibilities of the Commission on Teacher Credentialing and the Committee on Accreditation</b> Responsibilities of the Commission on Teacher Credentialing Responsibilities of the Committee on Accreditation</p>	<p><b>Chapter One – Responsibilities of the Commission on Teacher Credentialing and the Committee on Accreditation</b> Responsibilities of the Commission on Teacher Credentialing Responsibilities of the Committee on Accreditation</p>
<p><b>Chapter Two – Initial Accreditation and Discontinuation of the Programs</b> Initial Accreditation of Institutions Initial Accreditation of Programs Basic Steps in the Accreditation of New Programs Withdrawal of Programs Discontinuation of Programs</p>	<p><b>Chapter Two – Accreditation Standards</b> Initial Accreditation of Institutions Initial Accreditation of Programs <i>Program Submission and Implementation</i> <i>Program Approval for Ongoing Programs</i> Withdrawal of Programs Discontinuation of Programs <i>Process of Program Standards Development and Revision</i></p>
<p><b>Chapter Three – Preparation for Continuing Accreditation Visits</b> Accreditation Teams Responsibilities of the CTC/COA Consultant<sup>1</sup> The Institutional Overview Meeting<sup>2</sup> Scheduling an Accreditation Visit<sup>3</sup> Preliminary Report<sup>4</sup> Self-Study Report and Campus Exhibits<sup>5</sup> The Interview Schedule<sup>6</sup> Accreditation Team Visit Daily Schedule<sup>7</sup> Special Circumstances<sup>8</sup></p>	<p><b>Chapter Three—The Accreditation Cycle</b> <i>Purpose</i> <i>Overview</i> <i>Cohort activities</i></p>

<b><u>Current Handbook Table of Contents</u></b>	<b><u>Proposed Table of Contents</u></b>
<b>Chapter Four – Articulation Between State and National Accreditation<sup>9</sup></b> National Accreditation of an Educational Unit Merged State-National Accreditation Teams and Reviews National Accreditation of a Credential Program	<b><i>Chapter Four – Biennial Reports</i></b> <i>Purpose</i> <i>Directions</i> <i>Staff Review and Feedback</i> <i>Reports to the COA</i>
<b>Chapter Five – Conducting an Accreditation Visit<sup>10</sup></b> Key Team Activities <sup>10</sup> Accreditation Team Report <sup>11</sup> Accreditation Team Recommendations <sup>12</sup> Accreditation Accreditation with Stipulations Denial of Accreditation Concluding Activities and Team Report <sup>13</sup> Appeal Procedures <sup>14</sup> Committee on Accreditation Actions <sup>15</sup>	<b><i>Chapter Five – Program Assessment</i></b> <i>Purpose</i> <i>Directions</i> <i>Review and Feedback</i> <i>Reports to the COA</i>
<b>Chapter Six – Accreditation Team Member Information<sup>16</sup></b> Purposes and Responsibilities of Accreditation Teams Responsibilities of Accreditation Team Members Roles of Accreditation Team Members Preparation for an Accreditation Visit Conflict of Interest, Professional Behavior and Ethical Guidelines Accreditation Team Member Advice	<b><i>Chapter Six– Site Visits</i></b> Key Team Activities <sup>10</sup> Responsibilities of the CTC/COA Consultant <sup>1</sup> The Institutional Overview Meeting <sup>2</sup> Scheduling an Accreditation Visit <sup>3</sup> Preliminary Report <sup>4</sup> Self-Study Report and Campus Exhibits <sup>5</sup> The Interview Schedule <sup>6</sup> Accreditation Team Visit Daily Schedule <sup>7</sup> Special Circumstances <sup>8</sup> Accreditation Team Report <sup>11</sup> Accreditation Team Recommendations <sup>12</sup> Accreditation Accreditation with Stipulations Denial of Accreditation Concluding Activities and Team Report <sup>13</sup> Appeal Procedures <sup>14</sup> Committee on Accreditation Actions <sup>15</sup>

<b><u>Current Handbook Table of Contents</u></b>	<b><u>Proposed Table of Contents</u></b>
<b>Chapter Seven – Effective Team Leadership</b> Building a Professional Team Deciding on Standards <sup>17</sup> Report Writing <sup>18</sup> Final Team Report Writing <sup>19</sup> Team Leader Task Analysis	<b>Chapter Seven–Accreditation Site Visit Team Member Information<sup>16</sup></b> Purposes and Responsibilities of Accreditation Teams Responsibilities of Accreditation Team Members Roles of Accreditation Team Members <i>Role of CTC Staff</i> Preparation for an Accreditation Visit Conflict of Interest, Professional Behavior and Ethical Guidelines Accreditation Team Member Advice Deciding on Standards <sup>17</sup> Report Writing <sup>18</sup> Final Team Report Writing <sup>19</sup> Reading and Analyzing Documents <sup>20</sup> Interview Techniques <sup>21</sup>
<b>Chapter Eight – Data Collection Techniques</b> Reading and Analyzing Documents <sup>20</sup> Interview Techniques <sup>21</sup> Interview Forms Accreditation Team Report Writing Techniques	<b>Chapter Eight – Articulation Between State and National Accreditation<sup>9</sup></b> National Accreditation of an Education Unit Merged State-National Accreditation Teams and Site Visits National Accreditation of a Credential Program  <i>Chapter Nine—Evaluation of the Accreditation System</i>
<b>Attachment A – Sample Team Report</b>	<b>Attachment A – Sample Reports</b> Biennial Report Program Assessment Site Visit
<b>Attachment B – Team Report Development Forms</b>	<b>Attachment B – Team Report Development Forms</b>
<b>Attachment C –Evaluation Forms</b>	<b>Attachment C – Evaluation Forms</b>
<b>Attachment D – Common Standards with Questions to Consider</b>	<b>Attachment D – Common Standards</b>
<b>Attachment E – The Accreditation Framework<sup>22</sup></b>	<b>Attachment E – Experimental Program Standards</b>  <b>Attachment F – The Accreditation Framework<sup>22</sup></b>